



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477
(281) 261-3900 • WWW.STAFFORDTX.GOV

AGENDA

REGULAR CITY COUNCIL MEETING

Wednesday, May 20, 2026, at 6:30 p.m.

City Hall, Council Chambers

2610 South Main St, Stafford, TX 77477

1. Call to Order.
2. Executive session as authorized by Chapter 551, Texas Government Code, Section 551.071(1)(A), pending or contemplated litigation; and Section 551.071(2), authorized under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

REGULAR SESSION BEGINS AT 7:00 P.M.

3. Pledges of Allegiance.
4. Consideration of appropriate action on items discussed in Executive Session.
5. Public Comments.
6. (a) Consent Agenda (Items i.-iii.). Any item tagged will be discussed and considered at the conclusion of this item or at the next regular City Council Meeting; any item approved will include payment of expenses.
 - (i.) Acceptance of donation of office furniture, from Rooms to Go, to the Multimedia Department, in the amount of \$1039.99.
 - (ii.) Request by Chief of Police Richard Ramirez to auction Police Department vehicles.
 - (iii.) Request by Director of Multimedia Robert Frith to purchase various electronic equipment using Public, Educational, and Governmental (PEG) funds, in the amount of \$20,000.00.(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on items (i.-iii.).

7. (a) Discussion regarding Take Home Vehicle policy. (Rosas)

COUNCILMEMBERS
TIM WOOD
ALICE CHEN
WILLIAM BOSTIC JR

MAYOR
KEN MATHEW

COUNCILMEMBERS
XAVIER HERRERA
VIRGINIA ROSAS
WEN GUERRA

- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
8. (a) Discussion regarding a request from the Stafford Municipal School District (SMSD) for a fee waiver to rent the Stafford Centre for an event on June 30, 2026. (Rosas)
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
9. (a) Update and Discussion regarding the City's Fourth of July Celebration. (Wood)
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
10. (a) Discussion regarding filling vacancies on the Drainage, Flood Mitigation, and Subsidence Committee.
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
11. Update from Economic Development Administrator regarding economic development related activities.
12. (a) Update regarding the wayfinding project. (Wood)
- (b) Public Hearing.
 - (c) Possible Consideration of appropriate action on item (a).
13. (a) Discussion of a Resolution approving creation of a project for the Stafford Economic Development Corporation (SEDC) for refurbishment and maintenance of City monuments.
- (b) Public Hearing.
 - (c) Possible Consideration of appropriate action on item (a).
14. Update from Jones Engineering regarding the 2026 General Street Repairs project.
15. (a) Update regarding findings from inspection of the Stafford Civic Center and next steps.
- (b) Public Comments on item (a).
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- (c) Possible Consideration of appropriate action on item (a).
16. (a) Discussion regarding livestock in the City. (Guerra)
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
17. (a) Discussion regarding the possible creation of an ordinance in reference to apartment complexes and mobile home parks inspections. (Guerra)
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
18. (a) Discussion regarding the City's purchasing policy in reference to purchase orders. (Guerra)
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
19. (a) Discussion regarding itemized spending on the 2026 Winter Storm. (Guerra)
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
20. (a) Discussion regarding Fire Department funds allocated for fire inspections performed by City employees. (Guerra)
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
21. (a) Discussion regarding parking of commercial vehicles and equipment in residential districts. (Guerra)
(b) Discussion regarding the amount of time allowed for the parking of commercial vehicles in the street. (Guerra)
(c) Public Comments on items (a)-(b).
(d) Possible Consideration of appropriate action on items (a)-(b).
22. Council Reports: The Mayor and Council may make announcements of community interest on the following items:
(1) expressions of thanks, congratulations, or condolence.
(2) information regarding holiday schedules.
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(3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision.

(4) a reminder about an upcoming event organized or sponsored by the governing body.

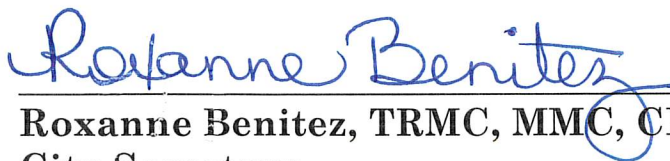
(5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and

(6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

23. Council Member requests for future agenda items.

24. Adjournment.

I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON MAY 13, 2026.



Roxanne Benitez, TRMC, MMC, CPM, CMCC
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the City Secretary's Office at (281) 261-3900 for further information.

CONSENT AGENDA



Multimedia Communications

Memo

Date: April 30, 2026
To: Mayor Ken Mathew and City Council Members
From: Robert Frith, Director of Multimedia Communications
Re: Request to Accept a Donation from Rooms to Go

Mayor & Council Members,

On Thursday April 7th, 2026, a representative from Rooms to Go presented two chairs and a coffee table to the Multimedia Communications Department. This is in the amount of \$1,039.99.

I respectfully request that the Council accept this furniture donation for Multimedia Department use. Thank you for your consideration.

Robert Frith

Director of Multimedia Communications

Donation Form



THE CITY OF
STAFFORD

Donor Name (Citizen or Organization): Rooms To Go

Address: 11540 US Highway 92 E., Seffner, FL 33584

Contact Name (if applicable): Alexandria Naghtin, Administrative Operations

Phone Number: 813-635-3010

Email Address: anaghtin@roomstogo.com

Donation to be allocated/designated to the following department(s) (if any):

City of Stafford Municipal/Educational Comm. Dept

Donation Amount (Monetary): \$

Description of donation(s) (Real Property): Real Goods:

2 Tempo Modular Beige Swivel Gliding Chairs and 1 Eldren Tobacco Nesting Cocktail Table

Market Value (Real Goods / Real Property): \$ 1,039.99

All donations, over one-hundred dollars (\$100.00) in value, must be approved by the Mayor and City Council.

I, undersigned below, confirm that the donation(s) adhere to the City's Donation Policy. Further, I understand that the donation may require approval by the Mayor and City Council.

Alexandria Naghtin
Signature of Donor

4/30/2026
Date

FOR OFFICE USE ONLY:

Donation was approved by the City Council on .
(Meeting Date)

☐ Restricted Donation:
(Name of Department)

☐ Unrestricted Donation



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Memo

M-PD-2127

To: Mayor Mathews and Council
From: Richard S. Ramirez, Chief of Police
Date: May 11, 2026
Re: Fleet Vehicles for Auction

Mayor & Council Members,

It has come to my attention that we have vehicles that are no longer suitable for service. The Stafford Vehicle Maintenance foreman conducted inspections to assess and determine the operational status of each vehicle.

The vehicles identified for disposal are as follows:

- **2020 Ford Explorer (Vin# 1FM5K8AB2LGC93003)**
- **2020 Ford Explorer (Vin# 1FM5K8AB4LGC93004)**
- **2018 Ford Explorer (Vin# 1FM5K8AR7GJA99545)**
- **2016 Ford Explorer (Vin# 1FM5K8AR7GGB44637)**
- **2016 Ford Explorer (Vin# 1FM5K8ARXGGB64901)**
- **2015 Ford Explorer (Vin# 1FM5K8ARXFGC26800)**
- **2016 Ford Explorer (Vin# 1FM5K8AR3GGB44635)**
- **2013 Ford Taurus (Vin# 1FAHP2D85DG193291)**
- **2013 Ford F-150 (Vin# 1FTEX1CM4DKF87027)**
- **2011 Ford F-250 (Vin# 1FT7X2A68BEB95909)**

I am requesting the council's approval to send these vehicles to auction and sell them as surplus. Thank you for considering this matter.

A handwritten signature in blue ink, appearing to read "Richard S. Ramirez".

RSR: lcd

Attachments

RICHARD S. RAMIREZ
CHIEF OF POLICE



City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)
Casters, SDI-HDMI converters, Black Magic DeckLink Cards, Vertical Dual Monitor Mount, (2) Alienware computers, (1) Apple laptop for contractor-2026 MacBook Pro 16" Monitor, External 1tb SSD, (1) laptop for the large conference room, Extenders, Sony BP-U35 Lithium-Ion Battery Pack, Magnus REX VT-6000 2-Stage Video Tripod with Fluid Head, Sony HXR-NX800 4K 1" CMOS Sensor NXCAM Camcorder, PortaBrace CAR-3CAM Cargo Case Camera Edition (Black), Mounting Adhesive, 2 sided tape, Blackmagic Design Web Presenter HD, Blackmagic Design Ultimatte 12HD Keyer/Advanced Compositing Processor

Classification of Expenditure (check the one that applies)	
☐ Emergency	☐ Normal
☐ Critical	☐ Grant Funds - Paid in Advance
☐ Very Necessary	☐ Grant Funds - Reimbursement

Agenda Date:		Requested By:	Robert Frith
Department:	Multimedia Comm.	Department Head Approval:	Robert Frith

Budget	
Budget Line Item	101-505-272.00
Expenditure Required	\$20,000
Current Budget	\$0
Additional Funding	\$20,000
Funding Source	Fund Balance

Finance Approval:	<i>Akash Shah</i>	Date:	5/13/2026
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Mayor's Comments	
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Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	<i>Ken Matko</i>
Date:		Date:	<i>5/13/26</i>
Rejected by Mayor for Inclusion on Agenda		Date:	



Multimedia Communications

Memo

Date: April 27, 2026

To: Mayor Ken Mathew and City Council Members

From: Robert Frith, Director of Multimedia Communications

Re: Purchase Request-Public Education and Government (PEG) funds

The Multimedia Communications Department receives PEG funds annually. PEG (Public, Educational, and Governmental) funds come from cable franchise fees and are restricted in how they can be used. PEG funds must be used to support PEG access channels and related infrastructure, such as:

- Equipment for recording, editing, and broadcasting (cameras, servers, playback systems)
- Studio construction, upgrades, and maintenance
- Transmission and distribution costs (e.g., signal delivery to cable systems)
- Capital improvements for PEG facilities
- In some cases, limited staff costs directly tied to operating PEG channels

The current fiscal year's revenues are projected to total \$20,000.

I am requesting approval to purchase the following utilizing these funds: Casters, SDI-HDMI converters, Black Magic DeckLink Cards, Vertical Dual

Monitor Mount, (2) Alienware computers, (1) Apple laptop for contractor-2026 MacBook Pro 16" Monitor, External 1tb SSD, (1) laptop for the large conference room, Extenders, Sony BP-U35 Lithium-Ion Battery Pack, Magnus REX VT-6000 2-Stage Video Tripod with Fluid Head, Sony HXR-NX800 4K 1" CMOS Sensor NXCAM Camcorder, PortaBrace CAR-3CAM Cargo Case Camera Edition (Black), Mounting Adhesive, 2 sided tape, Blackmagic Design Web Presenter HD, Blackmagic Design Ultimatte 12HD Keyer/Advanced Compositing Processor.

I have collaborated with Chief Financial Officer Alka Shah and Director of Information Technology Ryan Young to ensure that I am in compliance with the purchasing policies as well as procuring the best price. I am requesting approval to purchase the above-listed items at a cost not to exceed \$20,000. If you have any questions or need further information, please contact me at rfrith@staffordtx.gov.



HUMAN RESOURCES DEPARTMENT MEMO

TO: MAYOR & CITY COUNCIL
FROM: SHANELL GARCIA, DIRECTOR OF HUMAN RESOURCES
SUBJECT: TAKE HOME VEHICLE POLICY
DATE: MEETING 5/20/2026

Attached you will find the requested City of Stafford Take Home Vehicle Policy and a list of positions that currently have Take Home Vehicles.

Also, below are the IRS Publications that the city uses to govern which positions are exempt from paying taxes on a take home vehicle which is considered a Fringe Benefit by the IRS.

[2026 Publication 15-B](#)

[Publication 5137, \(Rev. 10-2022\)](#)

Staff had legal counsel review the interpretation of the positions that qualified or did not qualify for the tax exemption in January 2022, December 2022, and February 2023.

Please let me or the Chief Financial Officer know if you have any questions.

SECTION 14

SAFETY

14.01 USE OF VEHICLES AND EQUIPMENT

Private Vehicles

As the City Council deems necessary and such proposal is acceptable to the employee, an employee may be given a monthly allowance for using his or her own automobile for City business. The amount of the allowance shall be determined by the City Council and shall be based on the amount of use necessary for the employee to perform his or her duties.

City employees using personal vehicles for City business must maintain a valid Texas Driver's License and appropriate levels of insurance and comply with the City of Stafford Operation, Assignment, and Vehicle Policy.

Mileage Reimbursement

In the event it is necessary for an employee to use his/her personal car for City business, he/she will be reimbursed the prevailing IRS approved rate for each mile driven. Employees are expected to carry insurance as prescribed by State law. Individual liability coverage is primary; if over this amount, then City liability assists. City insurance does not cover property damage.

City Vehicles and Equipment

If an employee is found to have used any City vehicle or equipment in a negligent manner and such vehicle or equipment is destroyed or damaged as a result thereof, the employee may be required to pay for damages or replacing the equipment. This shall also pertain to equipment lost or stolen while in the care, custody and/or control of an employee. Improper and/or unsafe operation of vehicles or equipment is justification for disciplinary action.

No personal or political use of any City property, materials, supplies, tools, or equipment is permitted.

Any employee who operates a city vehicle or equipment shall notify his/her supervisor and Human Resources immediately if his or her driver's license is suspended for any reason.

Loaning Equipment

Even though City employees are discouraged from loaning City equipment, it is the City's policy to cooperate with other governmental entities as much as practical in the loaning of equipment and rendering assistance in any manner possible. Any City equipment to be loaned must first be given specific approval by City Council, except in the event of an emergency.

14.02 CITY VEHICLE POLICY

A. Intent of Policy

1. To insure City property is used for City service purposes.
2. Will apply to personnel currently using vehicles "after hours."
3. Upon recommendation of the department head, and approval of City Council, other employees may be assigned the use of a City-owned vehicle, based on the mission or assignment of the individual involved.

B. Use of Vehicles

Personnel will use the City vehicle to respond to normal work situations and during any emergency situation when the employee is off duty.

C. 24-hour Availability

Personnel have the use of the City vehicle to transport themselves in the immediate vicinity of their residence or the City of Stafford after hours or while they are off duty but on 24-hour call-up. Each employee is required to maintain a log which must reflect non-City uses of his or her assigned vehicle to be turned in semi-monthly to the department head. City Council may authorize the use of City vehicles as a means of compensating employees.

D. Normal Business Hours

Personnel have the use of City vehicles to perform City business which occurs during the normal business hours. A log will be maintained for each vehicle in this category, which must reflect all uses of the vehicle, to be turned in semi-monthly to department head.

E. City vehicles cannot be used by employees for their personal monetary gain.

F. No trips should be made outside of the Greater Houston area without the approval of the employee's immediate supervisor.

G. The consumption or possession of alcoholic beverages in City vehicles is strictly forbidden, except that an alcoholic beverage which is considered evidence can be transported.

H. Employees cannot use City vehicles for recreational purposes, ie. attending sporting events, music events, etc.

I. City vehicles are to be driven only by City employees. Police officers and other agencies are allowed to operate City of Stafford vehicles under exigent circumstances.

J. All employees assigned a vehicle must live within a twenty (20) mile radius of the City of Stafford.

K. Employees using a City-owned vehicle must possess a valid Texas Driver's License appropriate for the type of City vehicle being operated.

L. City employees are allowed to transport immediate family members **only** in their city vehicle but must have their own valid proof of auto insurance and documentation that shall be provided to Human Resources annually or when that documentation expires.

M. Police Department employees who are assigned the use of a City-owned vehicle will maintain radio contact with the Department at all times when driving the vehicle. These Police Department employees will take appropriate action when necessary, whether on or off duty, in order to provide assistance to the Department and citizens. Police Department employees will, when driving to and from work, or while about in the community, serve as a supplementary force to the regular patrolling police units.

N. Permanently assigned City-owned vehicles must be safely parked or stored at the employee's residence when not in use.

O. City-owned or city provided vehicles which are permanently assigned to an employee will be stored on City property for use by others whenever the employee is on vacation or

during other absences or times off in excess of four (4) working days.

- P. Employees assigned vehicles will ensure that all required maintenance and inspection needs of the vehicle are adhered to as prescribed by the Department Head.

14.03 DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of the City to foster a work environment free from the effects of both the illegal use of controlled substances and the use of alcoholic beverages. The use of drugs and alcohol impairs employee judgment which may result in increased safety risks, hazards to the public and environment, employee injuries, faulty decision-making, and reduced productivity. The use of illegal drugs, on or off duty, by City employees is inconsistent not only with the law abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public. Employees who are under the influence of alcohol or use illegal drugs pose a serious health and safety threat to members of the public, City operations, and to other City employees. In recognition of the serious and essential duties and responsibilities entrusted to the employees of the City and with the knowledge that drugs and alcohol can hinder a person's ability to perform and fulfill those duties and responsibilities as assigned, this section will provide guidelines for the detection and deterrence of alcohol and/or drug abuse.

All employees of the City are required to refrain from the use of illegal drugs. Persons who use illegal drugs, on or off duty, are not suitable for employment with the City. The use, possession, or sale of illegal drugs by any employee, on or off duty, is strictly prohibited. Possession or use of alcoholic beverages on City premises is prohibited except at City sponsored social or recreational functions approved by the City Council. Further, it is the policy of the City that employees shall not be under the influence of alcohol while on duty or on call. All employees shall be aware that violation of this Policy can result in disciplinary action up to and including termination.

An employee who is under the influence of alcohol or uses or possesses illegal drugs during working hours or on City property is subject to immediate disciplinary action, including termination. Further, employees reasonably suspected to be under the influence of alcohol or drugs shall be prevented from engaging in further work of any sort and will be sent for immediate drug and alcohol testing in accordance with the procedures set forth in this Policy.

When drug testing is required under the provisions of this Policy, a urinalysis test will be given to detect the presence of the following drug groups:

- Amphetamines/Methamphetamine (e.g., Speed, Crystal)
- Benzodiazepines (e.g., Valium, Librium, Oxazepam, Serax, Dalmane, Ativan)
- Barbiturates (e.g., Amobarbital, Butabarbital, Pentobarbital, Phenobarbital, Secobarbital)
- Cocaine
- Methadone
- Methaqualone (e.g., Quaalude)
- Opiates (e.g., Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone)
- Phencyclidine (PCP)
- THC (Marijuana)
- Alcohol
- Other substances which may be deemed controlled substances in the future.

The test threshold level for each drug group will be based on testing laboratory standards

List of Postions with Take Home Vehicles as of 5/11/26

Div. Chief- Fire Marshal
Asst. Fire Marshal
Deputy Fire Marshal
Deputy Fire Marshal
Deputy Fire Marshal
Fire Chief
Asstistant Fire Chief
Battalion Chief -Training
Chief of Police
Asst. Chief of Police
Police Captain
Police Captain
Police Captain
Police Lieutenant
Police Lieutenant
Police Lieutenant
Police Lieutenant
Police Sergeant
Police Sergeant
Criminalist -Sworn
Criminalist - Non-Sworn
Police Detective
Police Detective
Police Detective
Police Detective
Police Detective
Police Detective
Police Detective
Police Officer
Police Officer
Police Officer
Police Officer
Police Officer
Code Compliance Administrator
Animal Control Officer

The Honorable Mayor Mathew
and Members of the City Council
Stafford City Hall
2610 S. Main Street
Stafford, TX 77477

May 7, 2026

Dear Mayor Mathew and Stafford Council Members:

On behalf of Stafford Municipal School District, I am respectfully requesting that the rental fee for the Stafford Centre be waived for Dr. Robert Bostic's Retirement Celebration scheduled for Tuesday, June 30, 2026. We are requesting access to the venue from 12:00 p.m. to 10:00 p.m., with the event taking place from 5:00 p.m. to 9:00 p.m. for approximately 200 guest.

This celebration is intended to honor Dr. Bostic's years of dedicated service, leadership, and commitment to the students, staff, and community of Stafford. As Superintendent, his contributions have had a lasting impact on the district and the City of Stafford, and we hope to recognize his retirement in a meaningful way with colleagues, community members, and distinguished guests.

We sincerely appreciate your consideration of this request and your continued support of Stafford Municipal School District.

Please let us know if any additional information is needed.

Warm regards,



Dawn DuBose, Ed. D.
Chief of Schools

Stafford MSD - Dr. Bostic's Retirement
June 30, 2026 - Ballroom C

Actual Expenses	2026 Rental Rates	Out of Pocket Expense
Ballroom C	\$3,300.00	\$1,695.10
Cleaning	Included	\$400.00
Kitchen	\$600.00	\$600.00
Stage Decks (4)	N/C	
Wired Microphone (1)	N/C	
Additional Expenses		
Security Officers (Estimated)	\$750.00	\$750.00
TOTAL FEES (per performance)	\$4,650.00	\$3,445.10

SUMMARY (for combined event dates):

- | | |
|---------------------------------------|------------|
| - Hard Cost to Use Stafford Centre | \$3,445.10 |
| - Loss of Profit for Stafford Centre* | \$1,204.90 |

**(Amount Stafford Centre would receive over the expenses, if a client paying full fees rented the same space.)*



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477
(281) 261-3900 • WWW.STAFFORDTX.GOV

APPLICATION FOR CITY BOARDS, COMMISSIONS, & COMMITTEES

Thank you for your interest in serving and volunteering your time to the City of Stafford. Please fill out the application, in its entirety, including an updated resume, and submit to the Administration Department located at Stafford City Hall, 2610 S. Main Street Stafford, TX 77477 or email to citysecretary@staffordtx.gov. You will be contacted, before any action is taken by the City Council, to confirm your continued interest in serving. Appointments are made by the Mayor and/or City Council. A member who has several absences may be removed from service.

Please type or print clearly:

Name: Herman Alvarado Home Phone: _____
Address: 9726 MACKWORTH DR. Cell Phone: 346-857-9186
City, State, & Zip Code: Stafford TX. 77477 Occupation: Management
Email: [REDACTED] I have lived in Stafford for 10+ years.

Professional and/or Community Activities relating to your desired appointment(s): _____

N/A

Additional Pertinent Information & References: _____

Karl Conoly 713-446-8913

Larry Hayden 281-650-3113

If you are interested in serving on more than one Board, Commission, and/or Committee, please indicate order of preference (1,2,3, etc.).

Boards and Commissions

- ☒ Planning & Zoning Commission
- ☐ Economic Development Board
- ☐ Charter Review Commission
- ☐ Zoning Board of Adjustment

Committees

- ☒ Fourth of July Committee
- ☒ Parks Committee
- ☐ Juneteenth Committee
- ☒ Drainage, Flood Mitigation, and Subsidence Committee
- ☐ Asian American Heritage Month Celebration Committee

My signature below confirms that I am interested in serving on the Boards, Commissions, and/or Committees indicated and the information listed is true and correct.

[Signature]
Signature of Applicant

04/01/2026

Date

Please note that, per state law, applications will be kept on file in the City Secretary's office for a period of two (2) years and are available to the public.

Herman Alvarado

Stafford, TX | 346-857-9186 | [REDACTED]

Professional Summary

Results-driven logistics and distribution leader with 19+ years of experience in supply chain operations and over 7 years in management. Expertise in optimizing warehouse performance, reducing costs, improving safety compliance, and leading high-performing teams. Bilingual in English and Spanish.

Core Competencies

Warehouse Operations	Inventory Management	Team Leadership
Logistics Coordination	Safety Compliance	Process Improvement
Forklift Certified	Class B License	Bilingual (EN/ES)

Professional Experience

Century AC Supply — Assistant Manager, Central Distribution Center

July 2006 – Present | Houston, TX

- Oversee daily warehouse operations supporting distribution across the Greater Houston area
- Manage inventory control including receiving, storage, and order fulfillment
- Implement process improvements to reduce operational costs and increase efficiency
- Conduct safety training and enforce OSHA compliance standards
- Maintain relationships with vendors, branch managers, and logistics partners

RCMI – Willow Creek Apartments — Maintenance Technician

July 2002 – June 2006 | Houston, TX

- Completed maintenance work orders and prepared units for occupancy
- Performed HVAC, plumbing, electrical, and appliance repairs
- Ensured high-quality service and resident satisfaction

Opulent Mortgage — Loan Officer

January 2001 – July 2002 | Houston, TX

- Generated new business through outreach and marketing
- Advised clients on loan products and credit improvement strategies

Education

Bachelor of Business Management — Belhaven University (2018)
High School Diploma — Continental Academy (2004)



SEDC

STAFFORD ECONOMIC DEVELOPMENT CORPORATION

2610 South Main Street, Stafford, TX, 77477 Phone: 281-261-3900

Memo

To: Mayor Mathew and Council Members

From: Roxanne Benitez, City Secretary

Date: April 29, 2026

Re: Refurbishing City Monuments Project

Mayor Mathew and Council Members,

In accordance with state laws, all Stafford Economic Development Corporation (SEDC) projects must be approved once by the SEDC and approved twice by the City Council.

At the April 28th Stafford Economic Development Corporation (SEDC) meeting, the Directors approved Resolution No 26-XX for Refurbishing City Monuments Project.

This agenda item is for the first approval of the proposed project and resolution. The resolution for SEDC and City Council are included with this memo.

If you have any questions, please feel free to contact President Randy Krahn or myself.

Thank you for your consideration in this matter.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD APPROVING AS A PROJECT OF THE STAFFORD ECONOMIC DEVELOPMENT CORPORATION, A PROJECT FOR THE CONSTRUCTION, REPAIR, REFURBISHMENT, MAINTENANCE, AND IMPROVEMENT OF CITY MONUMENTS WITHIN THE CITY OF STAFFORD

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council hereby approves as a project of the Stafford Economic Corporation the “Refurbishing City Monuments Project” as described in the Stafford Economic Development Corporation resolution attached hereto as Exhibit 1 and incorporated herein for all purposes.

PASSED AND APPROVED on first reading this ____ day of _____ 2026.

PASSED, APPROVED, AND RESOLVED on second reading this ____ day of _____ 2026.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT 1
STAFFORD ECONOMIC DEVELOPMENT CORPORATION
RESOLUTION NO. 26-02

**STAFFORD ECONOMIC DEVELOPMENT CORPORATION
RESOLUTION NO. 26-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
STAFFORD ECONOMIC DEVELOPMENT CORPORATION
APPROVING AS A PROJECT OF CORPORATION, A PROJECT
FOR THE CONSTRUCTION, REPAIR, REFURBISHMENT,
MAINTENANCE, AND IMPROVEMENT OF CITY MONUMENTS
WITHIN THE CITY OF STAFFORD.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
STAFFORD ECONOMIC DEVELOPMENT CORPORATION:**

Section 1. The Board of Directors of the Stafford Economic Development Corporation (the “Corporation”) hereby creates the “Refurbishing City Monuments” Project.

Section 2. The Corporation does hereby approve as a project of the Corporation certain expenditures for land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements that are found by the board of directors to promote new or expanded business development within the City of Stafford in accordance with Section 505.158 of the Texas Local Government Code.

Section 3. The Project consists of the construction, repair, refurbishment, maintenance, and improvement of four city monuments located along Highway 59 and the city monument located along Highway 90 within the City of Stafford.

Section 4. The Project will include annual maintenance and operating costs.

Section 5. The estimated amount of expenditures for the Project is Four-Hundred Thousand Dollars and No Cents (\$400,000.00), along with Ten Thousand Dollars and No Cents (\$10,000.00) annual maintenance costs, along with annual operating costs.

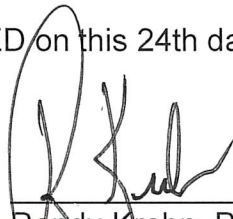
Section 6. A public hearing before the Corporation is hereby called regarding the proposed Project. Said public hearing shall be held at 6:30 p.m., on

April 28, 2026, in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas.

Section 7. Two public hearings before the Stafford City Council are hereby called regarding the proposed "Refurbishing City Monuments" Project. Said public hearings shall be held in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas at 6:30 o'clock p.m., on **May 20, 2026**, and at 6:30 o'clock p.m., on **June 3, 2026**.

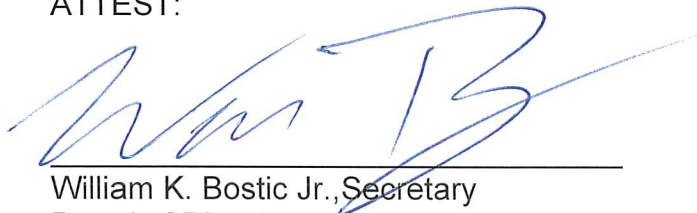
Section 8. The Administrative Assistant of the Corporation is hereby authorized and directed to cause notice of such public hearings to be published in a newspaper of general circulation within the City of Stafford, Texas, in the form attached hereto as Exhibit "A."

PASSED, APPROVED, AND RESOLVED on this 24th day of March, 2026.



Randy Krahn, President
Board of Directors

ATTEST:



William K. Bostic Jr., Secretary
Board of Directors

EXHIBIT A

STAFFORD ECONOMIC DEVELOPMENT CORPORATION and CITY OF STAFFORD CITY COUNCIL NOTICE OF PROJECT AND NOTICE OF PUBLIC HEARINGS

The Stafford Economic Development Corporation hereby gives notice, pursuant to Section 505.160 of the Texas Local Government Code, that the Corporation has adopted, as a Project of the Corporation, the “Refurbishing City Monuments” Project consisting of the construction, repair, refurbishment, maintenance, and improvement of four city monuments located along Highway 59 and the city monument located along Highway 90 within the City of Stafford. The estimated amount of expenditures for the Project is Four-Hundred Thousand Dollars and No Cents (\$400,000.00), along with Ten Thousand Dollars and No Cents (\$10,000.00) annual maintenance costs, along with annual operating costs.

The Stafford Economic Development Corporation hereby gives notice that it will conduct a public hearing to solicit citizen input on the proposed Project. Said public hearing before the Stafford Economic Development Corporation is hereby called regarding the proposed Project. Said public hearing will be held at **6:30 p.m., on April 28, 2026**, in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas.

The City Council of the City of Stafford, Texas will conduct public hearings to solicit citizen input on the proposed Project. Said public hearings shall be held in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas at 6:30 o’clock p.m., on **May 20, 2026**, and at 6:30 o’clock p.m., on **June 3, 2026**.

Interested citizens are invited to attend and will be given an opportunity to be heard. For further information, please contact Assistant City Secretary Renote Cross at (281) 261-3904.



Public Works and Development Services

Memo

Date: May 6, 2026

To: Mayor Mathew and City Councilmembers

From: Christopher Riggs
Director of Public Works and Development Services

Re: 2026 General Street Repair Bid Update

Please find attached the cover page for the bid packet for the 2026 General Street Repair- Concrete. Locations for the repairs are shown in the attached bid pages. Bob Jones, City Engineer will present bid dates and next steps for the 2026 General Street Repair projects.

If you have any questions or need further information, please contact myself at criggs@staffordtx.gov or (281)261-3946.

2026 GENERAL STREET REPAIRS FOR THE CITY OF STAFFORD

INDEX OF SHEETS

- 1 Cover Sheet
- 2 Overall Site Map

Commercial Street Repairs

- 3 Bluebonnet Dr
- 4 Cash Rd
- 5 Cash Rd (2)
- 6 Corporate Dr
- 7 Corporate Dr (2)
- 8 Corporate Dr (3)
- 9 Grove W Blvd
- 10 Kirkwood
- 11 Kirkwood (2)
- 12 Kirkwood (3)
- 13 N Promenade
- 14 N Promenade (2)
- 15 W Airport Blvd
- 16 W Airport Blvd (2)
- 17 Staffordshire
- 18 Avenue E
- 19 Greenbriar Dr
- 20 Greenbriar Dr (2)
- 21 Sugar Ridge Blvd
- 22 Sugar Ridge Blvd (2)

Residential Street Repairs

- 23 Chester Ln and Country Club
- 24 Country Club Entrance
- 25 S Sutton Sq
- 26 Fair Oak
- 27 Fair Oak (2)
- 28 S Meadows and Meadows Gate
- 29 Meadow Briar and Breazy Meadow
- 30 Glen Meadow
- 31 1st and Swords Bend
- 32 Whirlway Dr
- 33 Go Man Go
- 34 Citation and Westwood
- 35 818 Golf Ct
- 36 - 40 Construction Details
- 41 - 52 Traffic Control Details

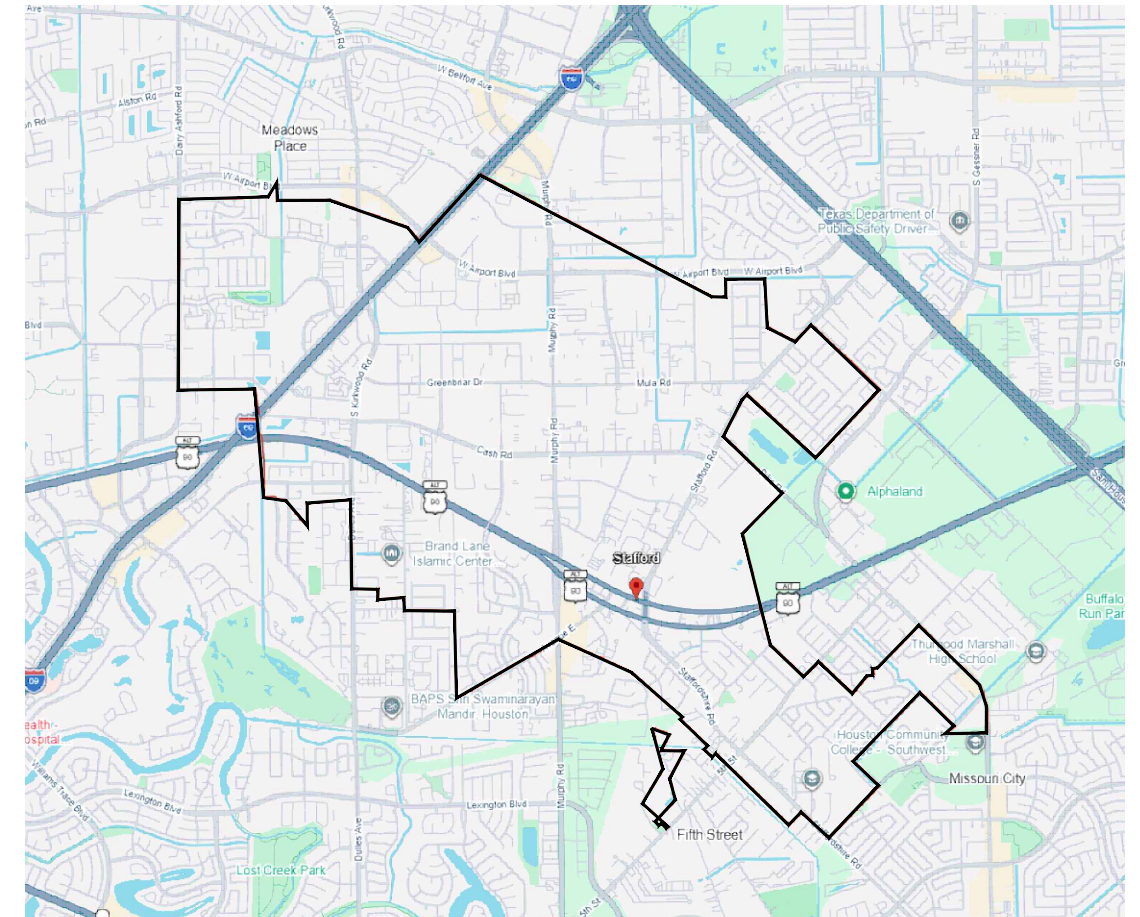
April 2026



FORT BEND COUNTY, TEXAS

MAYOR
KEN MATTHEW

CITY COUNCIL
POSITION 1- MAYOR PRO TEM
POSITION 2
POSITION 3
POSITION 4
POSITION 5
POSITION 6



CITY OF STAFFORD
VICINITY MAP
N.T.S

TEXAS811 NOTIFICATION SYSTEM
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www.texas811.org
1-713-223-4567 or
1-800-344-8377

CITY OF STAFFORD ENGINEER

ENGINEER: _____
J.R."BOB" JONES. P.E. CITY ENGINEER

DATE: _____

THIS SIGNATURE IS VOID IF CONSTRUCTION HAS
NOT COMMENCED IN ONE (1) YEAR FROM DATE
OF APPROVAL 29

INTERIM REVIEW

NOT INTENDED FOR
CONSTRUCTION, BIDDING OR
PERMIT PURPOSES.

Engineer: RICHARD JONES

P.E. Serial No: 106093

Date: _____



Public Works and Development Services

Memo

Date: May 6, 2026

To: Mayor Mathew and City Councilmembers

From: Christopher Riggs

Director of Public Works and Development Services

Re: Update on Stafford Civic Center

Ken Stanley, Structural Engineer, will present findings and next steps for the Civic Center Repairs.

If you have any questions or need further information, please contact myself at criggs@staffordtx.gov or (281)261-3946.